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Assistant Director for Collection and
Dissemination
Chief, Administrative Staff
Monthly Financial Reporting

17 August 1950

1. Reference is made to your memorandum of 27 Jul 50 regarding the new financial reports issued by the Fiscal Division. Were the reports made primarily for your use, your suggestions would be very sound, and I am sure that we would adopt all of them. However, the reports are prepared to provide financial and fiscal information and data to various operations, and are used in the compilation of over-all reports that must be made by the Agency. Although some of the information contained in the reports sent to you is superfluous to your needs, the Budget and Fiscal people must have it, and the report sent you is merely a copy.

2. It is realized that your office is not responsible for controlling expenditures for personal services; however, such information is necessary for budgetary and financial controls. With this information, it gives you a complete financial picture of your activities.

3. Unvouchered expenditures are reported to the Fiscal Division, Administrative Staff, in one total for the Agency. It is believed that if you request an object classification breakdown from the Special Support Staff on your obligations of unvouchered funds, they will be able to furnish it to you.

4. The statement of expenditures is quite important to the Budget and Fiscal people and can be of value to your operations. Obligations in the broad sense include expenditures and unliquidated obligations. Although you are primarily interested in and operate on obligations only, there are many times that an obligation does not materialize into an expenditure because of cancellations, change in plans, etc. A glance at the reports can show you whether or not an expenditure has been made. This can prevent your funds from being restricted by making a follow-up to see that an obligation has been removed either by cancellation or an expenditure.

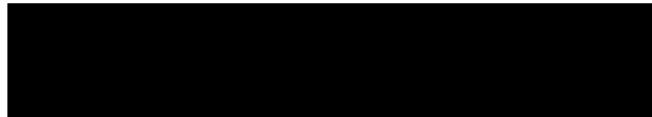
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Monthly Financial
Reporting

- 2 -

17 August 1950.

5. Your suggestions are appreciated and, while it is realized that you do not need all the information contained in these reports, it would be easier for you to use what information you need than it would be for us to make up special or separate reports for each office and staff section to meet individual requirements.



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ANDREW E. VAN ESSO

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Fiscal Division (3) ✓✓

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